



Request for Position/Personnel Action Processing by the Personnel Cabinet - Information

These instructions ONLY apply to the following *agencies that do not possess the HRG role in KHRIS:

20-020 Judicial Form Retirement System
31-136 Board of Medical Imaging and Radiation Therapy
31-150 Board of Accountancy
31-155 Board of Auctioneers
31-165 Board of Barbering
31-170 Board of Chiropractic Examiners
31-180 Board of Dentistry
31-190 Board of Embalmers and Funeral Home Directors
31-200 Board of Examiners and Registration of Architects

31-205 Board of Examiners/Registration of Landscape Architects
31-215 Board of Social Work
31-245 Board of Medical Licensure
31-260 Board of Optometric Examiners
31-263 Board of Respiratory Care Practitioners
31-270 Board of Pharmacy
31-275 Board of Physical Therapy
31-280 Board of Podiatry

As an agency that will only perform time administrator functions within KHRIS, the Personnel Cabinet will readily process your agency's position and personnel actions as needed. Please be sure to communicate with your consultant in advance of your request to ensure timely processing of pertinent requests and to allow for guidance on any preliminary steps you may need to take.

** Agencies with less than ten (10) employees have the option of receiving 1.) the HR Generalist (HRG) role, 2.) the Time Administrator (TMA) role, or 3.) no role. If the TMA role or no role is selected, the Personnel Cabinet handles the HRG portion of the agencies actions. If this offer applies to your agency and you would like to select option 2 or 3, please contact Stephanie Carpenter at StephanieL.Carpenter@ky.gov. NOTE: Regardless of whether the agency utilizes the HRG or TMA role, no one may key their own personal time per the Self-Time Entry Policy. If there is no one else within the agency, that has the training and role to support this policy, please contact Stephanie Carpenter for assistance.*

Internal Review/Approval:

When preparing to request the processing of a position and/or personnel action, please be sure to obtain all necessary internal approvals from your agency as required through your current process.

Requesting Processing by the Personnel Cabinet:

A Personnel Action Request (PAR) form is available for any type of action you need to process. These forms have been carefully created to replicate what is seen in KHRIS when processing an action, therefore it is very important you complete all required fields so your consultant is prepared, with all necessary information, as they fulfill your request. You should also remember to include any required back-up documents, as outlined in the List of Documents that Must Accompany Each Action Type/Reason document. Incomplete forms and/or lack of back-up documentation will slow down the processing of your agency's request.

Once you have completed the appropriate PAR form, attached any required documentation, and obtained all required approval signatures you can forward your full request packet to your consultant for processing.

By Mail:

Attn: Stephanie Carpenter
Department of Human Resources Administration
501 High Street, 3rd Floor
Frankfort, KY 40601

By Fax:

Attn: Stephanie Carpenter
(502) 564-1823

By Email:

StephanieL.Carpenter@ky.gov You may only send this packet through email if encryption software is installed on your computer as some of these documents will/may contain social security numbers.